



St Norbert
College

DESIGN & TECHNOLOGY TECHNICIAN ROLE DESCRIPTION

It is the vision of St Norbert College to create a Christian community, which lives the Gospel values, offers a nurturing and inclusive school life for young people, and where our teaching staff provide an education which fosters the growth of our students pastorally, academically and socially and equips them with the means for life-long learning.

To be successful in the role you will be a supportive and active contributor towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

This role is 5 days per week (37.5 hours) from 8.00am – 4.00pm with a ½ hour lunch break during school term times, commencing as soon as possible.

CORE REQUIREMENTS

- Be supportive of the Norbertine ethos of the College.
- Hold a current Department of Education and Training Police Clearance and a Working with Children Check.
- Undertake Mandatory Reporting training (CPPMR) and to be maintained annually.
- Abide by the guidelines contained in the St Norbert College Code of Conduct.
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School.
- Professional standard of dress and personal presentation, as appropriate for the classroom environment.

QUALIFICATIONS and EXPERIENCE

- The Technologies Technician requires a broad range of skills and knowledge associated with the tools, materials, processes and techniques required for the production of student projects and the maintenance of the workshops, relevant classrooms and storerooms.
- A current driver's license.
- Computer literacy in the area of design, CAD, laser cutting, plasma cutting, 3D printing, and rapid prototyping are advantageous.
- Experience in wood/metal workshops and textiles studios are desirable.
- High level of technical trade skill.

PROFESSIONAL REQUIREMENTS

- Well-developed planning and organisational skills.
- Proficient communication and interpersonal skills.
- Able to interact with students of varying ages.
- Able to work as an individual as well as part of a team and follow instructions.
- Able to work on different projects at the same time.

PROFESSIONAL RESPONSIBILITIES

Specific Duties

- To maintain and prepare the Wood, Metals/Engineering and Textiles classroom facilities to a safe and high standard.
- Carry out repairs to equipment, machinery and tools requiring studio maintenance.
- Prepare materials and equipment for student classroom activities in consultation with teachers.
- Construct and maintain shelves and racks for tools and equipment where required.
- Ordering, picking up and seeking quotes for consumables.
- Assist in the identification and monitoring of Work Health and Safety requirements.
- Assist the classroom teacher to monitor students in the preparation and use of equipment during practical activities.
- Help manage the everyday operational requirements of the workshops/rooms, including general tidy and cleaning up.

Work Skills

- Works with students in a variety of ways.
- Reinforces classroom management protocols as directed by the teacher.
- Performs tasks as requested by the teacher and uses initiative to provide assistance.

AUTHORITY LEVELS

Overall responsibility to the Principal, via the Head of Learning Area – Technologies and designated Design & Technology teachers. When working in the classroom the duty of care lies with the teacher.

CONDITIONS OF EMPLOYMENT

The Design & Technology Technician will be employed by St Norbert College under the auspices of the Norbertine Canons and employment is subject to the terms and conditions of The Norbertine Canons Non-Teaching Staff Enterprise Bargaining Agreement 2014.

- Part-time ongoing (0.84FTE), 44 weeks per annum plus 4 weeks annual leave with a 3 months' probation period. Salary is spread over 52 weeks.
- Monday to Friday 8:00am to 4:00pm, 75 hours per fortnight.
- All annual leave is to be taken in school holiday time.
- Remuneration as per the Catholic Education Administrative and Technical Officers and as negotiated with the Principal, in accordance with qualifications and experience.

In applying for this position, you will be providing personal information to the School. This information will be used in order to assess your application for employment.

A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education website.

St Norbert College encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds.